

BENJAMIN J. CAYETANO



**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES**

P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

JAN 11 2001

RAYMOND H. SATO  
COMPTROLLER

MARY ALICE EVANS  
DEPUTY COMPTROLLER

COMPTROLLER'S MEMORANDUM NO. 2001-01

TO: Heads of Departments  
ATTN: Payroll/Personnel Offices  
SUBJECT: Submission of Certain Form W-4  
Withholding Certificates for Calendar Year 2001

This is to remind departments and agencies of the IRS requirement to submit photocopies of certain Form W-4 "Employee's Withholding Allowance Certificate".

Instructions on the proper method of preparing and submitting the photocopies of Form W-4 are as follows:

A. Types of Form W-4 to be photocopied:

1. Employees claiming more than 10 withholding allowances.
2. Employees claiming exemption from federal income tax withholding and their wages would normally be more than \$200 per week.

Reminder: A Form W-4 claiming exemption from withholding is valid for only one calendar year. To continue to be exempt from withholding in the calendar year 2001, an employee must file a new Form W-4 by February 15, 2001. If the employee does not submit a new Form W-4, the employing department must withhold federal income tax as if the employee is single with zero withholding allowances.

B. Information on Form W-4:

1. IRS has requested that copies of Form W-4 be clear and legible.
2. Enter payroll number and check distribution code in the upper right hand corner.
3. Enter employee's name and address (Block #1). The employee's name should match the name shown on his social security card and the payroll/personnel files.

4. Enter employee's social security number (Block #2). The employee's social security number should match what is shown on his social security card and in the payroll/personnel files.
5. Enter the employee's marital status for tax withholding purposes (Block #3).
6. Complete Block #4 if applicable.
7. Enter the number of allowances claimed (Block #5).
8. Complete Block #7 if applicable.
9. Employee's signature and date.
10. Complete Blocks #8 and #10 as follows:

STATE OF HAWAII CENTRAL PAYROLL  
P. O. Box 119  
Honolulu, Hawaii 96810  
  
99-6001081

C. Method of Submittal:

Attach a memo to the Form W-4 copies to indicate the name of the transmitting department/agency and total count of the forms being submitted.

D. Submittal Deadline:

The memo and copies of Form W-4 are due in DAGS Central Payroll no later than 5 working days after the quarter has ended.

If there are any questions regarding the IRS requirements or preparation and/or submission of the Form W-4 photocopies, please contact DAGS Central Payroll.

  
RAYMOND H. SATO  
State Comptroller

Attachment